

iPad Academy

Tips Tricks & Clever Techniques

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The Portable Prof™



Distinguished Educator

iPad Academy:

Tips, Tricks and Clever Techniques

2nd Edition

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Chapter Zero: The Basics

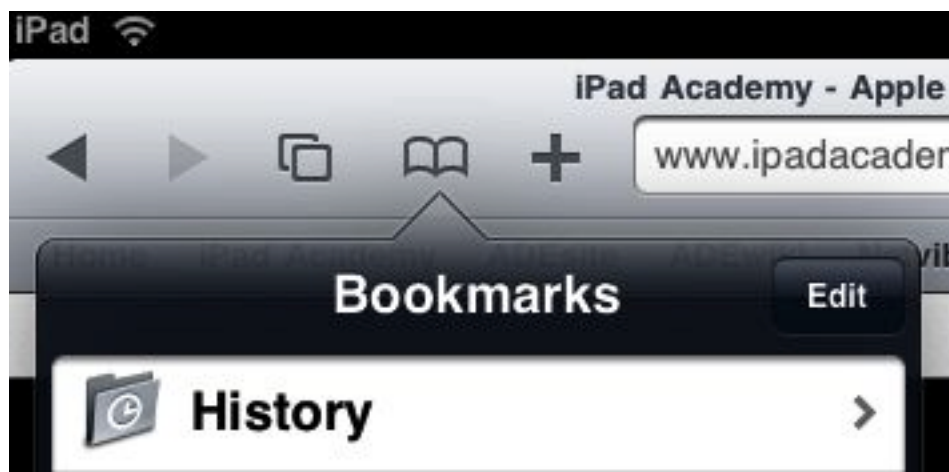
The Basics For Free

When I first thought about writing a book about the iPad, I considered one for beginners, those new to the iPad. I've spent many years in colleges and universities helping educators and others make sense and make use of technology. Most of these folks were novices and I truly enjoyed sharing in their learning and our collective sense of wonder. Like you perhaps, I also spend many hours assisting friends and family. So a book about the basics of the iPad, one suitable for beginners, seemed appropriate. Well, here's my first tip, one you may not have discovered yet. There are several fine, free resources for learning the basics of using your iPad. Yes, *free*. I've checked them all and there's no need for yet another book on the basics. So, this book is not an introduction to using your iPad. If you want to brush up or review or simply get a little wiser before diving into my book, here's a quick review of these free resources and where to find them. I first wrote about these on iPad Academy at ipadacademy.com (my professional blog).

You can practice much of the content of this book without being online. However, you will need to be online with a wireless connection to access sites through Safari on your iPad, to get to the iBookStore, to use apps such as Maps or to download apps I recommend. Let's get started, shall we?

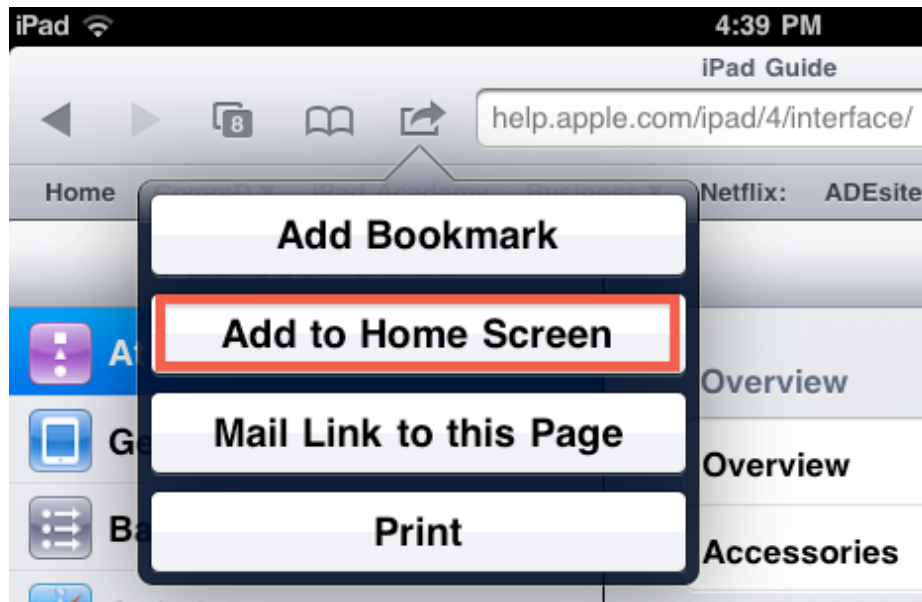
On the iPad

Your iPad comes with a built-in link to Apple's interactive guide. Look for it in the Safari browser bookmarks. Start Safari and tap the bookmarks button.



Select the link for the iPad User Guide. This interactive guide uses clever navigation tools to help you learn about the features of your iPad.

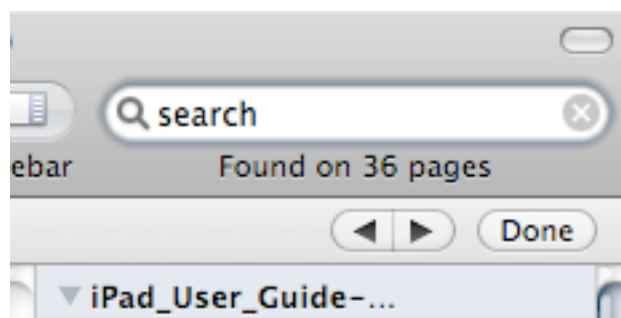
Want quicker access to this onboard iPad guide? Create a web clip to add it to your home page. A web clip appears like any other application icon, but instead of starting up a little program known as an app, a web clip starts Safari and jumps you right to the site of the web clip. While in Safari on the iPad, tap the *box-with-arrow* symbol and then select *Add to Home Screen*.



Apple's iPad User Guide - PDF

Apple has a 154 page PDF user's manual online at http://manuals.info.apple.com/en_US/iPad_iOS4_User_Guide.pdf

Though you can view the contents of this manual in your browser on the iPad, you can't search within it for specific terms or phrases. You can search within Apple's PDF file if you download (save) the file to your Mac or PC. Save it from Safari or Firefox or another browser, then open it in a PDF reader. On the Mac, you can use Preview to open it and the search tool Spotlight (the magnifying glass in the upper right corner).



The table of contents in that PDF file contains live, clickable links. While in Preview, just point to the item in the table of contents you want to jump to, then click. No need to look it up in the Contents and then scroll down to the page or topic.

You can also add this manual to your iBooks collection on the iPad. Just find the file on your Mac or PC, then drag and drop the file onto your iTunes library. Next time you sync, you'll find the PDF in iBooks on your iPad. You can also search the PDF in iBooks using the Spotlight tool.

Apple's Guide - Free E-Book

This same guide is also available as a more convenient, free e-book through the iBooks store. You can get the download in about a minute using the iBooks app from your iPad. Get Apple's free iBooks app if you don't already have it. You can use the iBooks app to get free (and paid) books and to view PDF files on your iPad.

Here's how to get the free Apple iPad e-book using the iBooks App.

0. Start the iBooks app on your iPad

1. Tap *Store*

2. Tap the *Star* for "Top Charts" on the menu at the bottom of the page



3. Look in the list in the column on the right labeled *Top Free Books* to find the iPad User Guide. It's generally in the top ten free books.



4. Tap the *Free* button next to the Guide and then tap *Get Book*
5. The User Guide is downloaded and added to your iBooks collection

MacWorld's iPad Starter Guide

As you know, *MacWorld* is one of the most popular magazines for Mac users. I've subscribed for years. The good folks at MacWorld also have a guide. Their iPad Starter Guide is a short book in ePub format. Look in the same list of *Top Free Books* to find it, then follow the directions above to add it to your iBooks collection.

TidBITS Guide

Mac users may recognize the name TidBITS by Adam and Tonya Engst. TidBITS is one of the longest-running Internet publications, and 2010 marked 20 years (Happy Anniversary!) of publishing for this online newsletter and website. They also publish the *Take Control* series of books and recently added *Take Control of iPad Basics*, a free 113 page e-book, to their list of titles. Download the book for free from the iBooks Store.

Apple Video Tutorials

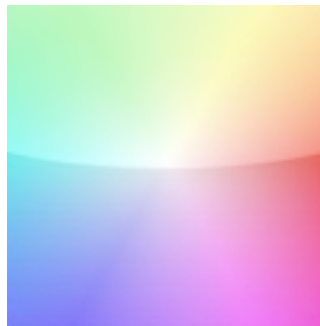
Apple also offers a set of 15 video guided tours for apps that come with the iPad, as well as for Keynote, Pages and Numbers. <http://www.apple.com/ipad/guided-tours/>

Chapter 1: The iPad and Accessories

Pixel Perfect

Apple has excellent quality control and often ranks at the top in customer satisfaction surveys. Still, a few iPads with pixel problems have been reported. Shortly after purchase you should examine your iPad screen for dead or stuck pixels. First, make sure your screen is clean. Use a quality microfiber cloth. (I'm surprised Apple doesn't include one with the iPad.) The iPad glass is oleophobic, meaning greasy smudges can be easily wiped off. Avoid spray cleaners.

A simple test for dead pixels is to run iBooks and flip to an empty page in any book to get a white background. Dead pixels will show up as tiny black dots. Rotate from portrait to landscape to get a good look. To check the iPad screen thoroughly you should cycle through a range of colors.



The free iPad app called [ColorSpin Flashlight](#) may help. Again, dead pixels will show up as tiny black dots. Stuck pixels won't change color as you change the background color. Most likely, your display will be pixel perfect. If you do discover a few bad pixels in annoying locations on your screen, contact your retailer or a local Apple Store and see about exchanging the iPad for one without dead pixels.

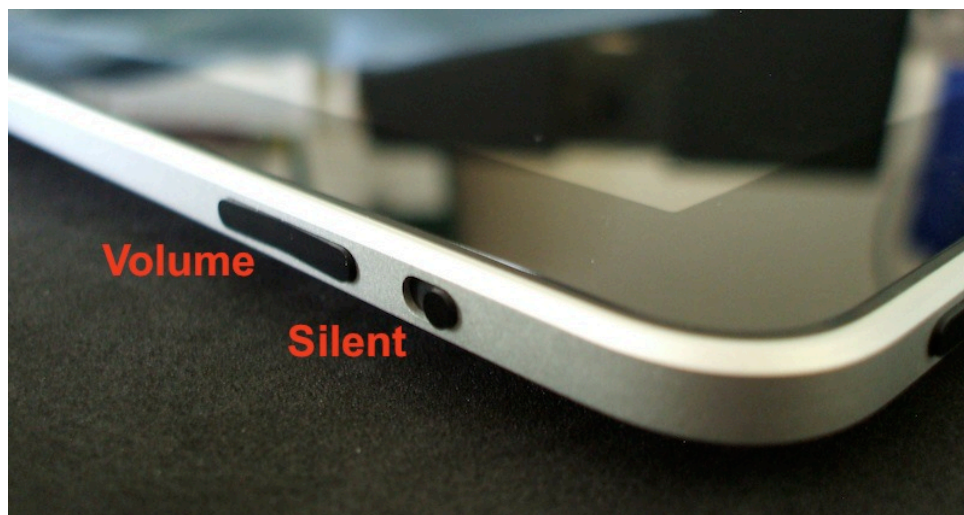
Under Charged

The best way to charge your iPad is with the charger Apple includes in the box. (About now you're thinking, "This Dr. Brovey has a real grasp of the obvious.") Typical USB connections like you've used for your other Apple iGadgets may not work. Ten watts is the optimum voltage for juicing up your iPad. Standard USB connections on your computer are five watts. Apple tells us your iPhone or iPod Touch charger will work, as will USB ports on recent Macs, but charging will be much slower. Major computer motherboard manufacturers are releasing updates or utilities that will help PCs to charge at the faster rate. However, if the computer goes to sleep,

charging may cease. So, use the official iPad charger and save the slow charge options for emergencies. Ten watt iPad chargers are also available from other vendors.

The Silent Treatment

The volume control is a rocker switch. Press the upper side to increase volume and the lower side to reduce it. You can rapidly reduce volume to zero by holding the volume down button for about two seconds. Just above the volume rocker button is the Silent button. This button only silences app sounds and sound effects. It has no effect on music or the soundtrack from a video. Slide it down to give apps the silent treatment. Don't you wish you had controls to mute obnoxious cell phone users just as quickly and easily?



The Volume Times Two

Calm down. This is not a quiz to see how much geometry you remember. This is about your iPad remembering. Your iPad will remember two different volume settings – one for a connected headset and one for the onboard speaker. You'll almost always have the speaker volume setting higher than that of earbuds or a headset. So, when you switch from speaker to earbuds, this thoughtful feature helps make sure your eardrums don't get a sonic surprise.

Task Mastery

Before iOS 4.2, the iPad had limited multitasking. You could start a song or podcast playback on your iPad, then switch to another app and the iPod audio kept playing in the background. That's an example of multitasking. If you want to see more on this topic, visit the post "[iPad: Most Magical, Most Needed](#)" on my blog. Multitasking, or *fast app switching* if you prefer, is much improved with the operating system upgrade to iOS 4.2.

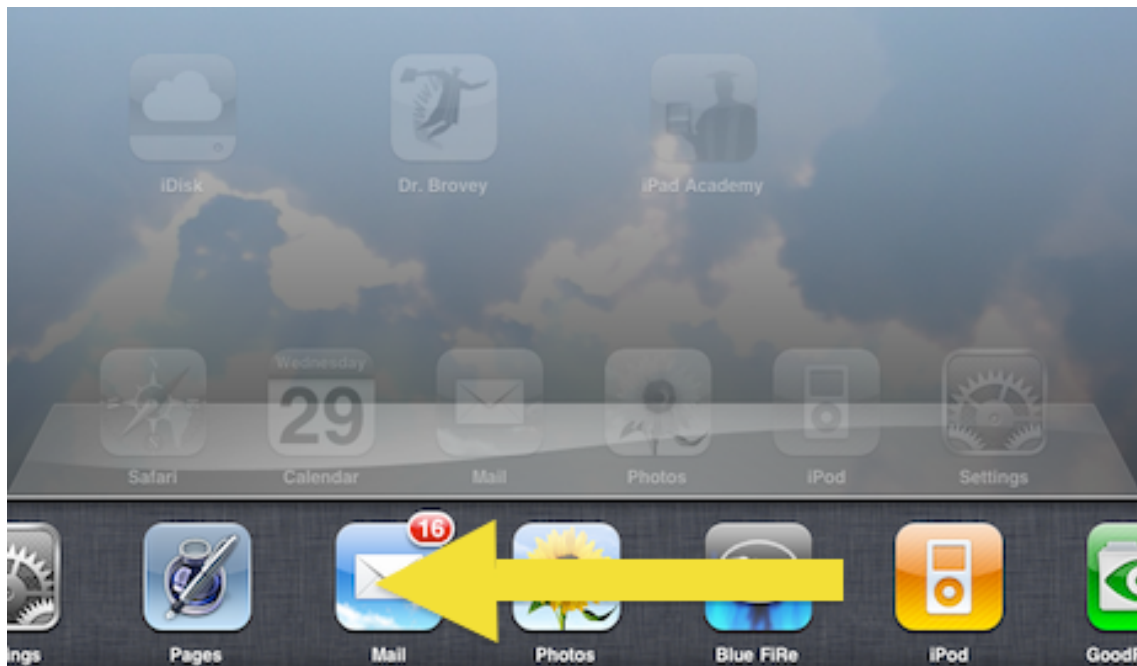
Under the original iPad iOS, if you left an App Store app it would quit completely. If you went back to the same app later it would restart not from where you left it, but from the beginning. A “saved state” is built into iOS 4.2 for iPad so apps now have their current states saved in memory. When you go back, the app checks the state saved in memory and resumes from that place rather than starting all over. To take advantage of this fast app switching, begin by double pressing the Home button.



The screen turns translucent as your dock and screen glide up to reveal the new Multitasking Status Bar, where you can see apps running in the background.



You can now swipe from right to left to see a ribbon of apps you’ve used recently.



You can switch to one of these apps by tapping on it. To return to the app you were working on before switching, activate the multitasking status bar again and tap the icon for that app. This fast app switching is perhaps the best (and most needed) feature of the new iOS 4.2.

iPad, iPod, iPlay

Your iPad, like its siblings the iPhone or iPod touch, is also an iPod music and media player. No matter what else the iPad is doing, you can quickly access a set of iPod controls. Once again begin by pressing the Home button twice in rapid succession. Then *flick from left to right* to reveal a new set of controls for your iPad.



Double-pressing the home button works even if your iPad is locked. You'll get a subset of iPod controls at the top of the screen overlaying the item that's currently playing. If you start another app that uses audio, the iPod player stops and yields control to that audio app.

Disoriented

One of the most clever features of the iPad is the ability to rotate the screen from portrait view to landscape (widescreen) view and back. The iPad manages to do this quickly and with little provocation, sometimes too little. Reading in bed or handing off the iPad to others or just putting it down on a flat surface can result in unexpected (and unwanted) screen rotation. To avoid this trouble and lock the screen orientation, tap the Rotation Lock icon (image above). Then you can stick with your chosen view as you or the iPad shift position.

Doing Shots

That's screenshots...what are you thinking (or drinking)? You can take a snapshot of any screen on your iPad by pressing the Home button (bottom) and the Sleep/Wake button (top) at the same time. You'll see a white flash on the screen, confirming the picture was taken. The screenshot is saved in your Photos library and can then be easily transferred to your computer for further processing. That's how I made the iPad screenshots in this book.



Screenshots are handy for teaching and training. For example, I lead workshops and seminars on using the iPad. Problem is, with the exception of a few dozen applications, you can't actively show what's happening on the iPad screen on a projector or large screen monitor. We'll explore this topic a bit later in "Getting The Big Picture." (As we've seen in Apple stage shows, Steve Jobs can project the iPad screen because...well...he's Steve Jobs). Screenshots can be captured, then

annotated and displayed as part of a presentation. Screenshots are also handy for capturing that high score screen from your favorite game.

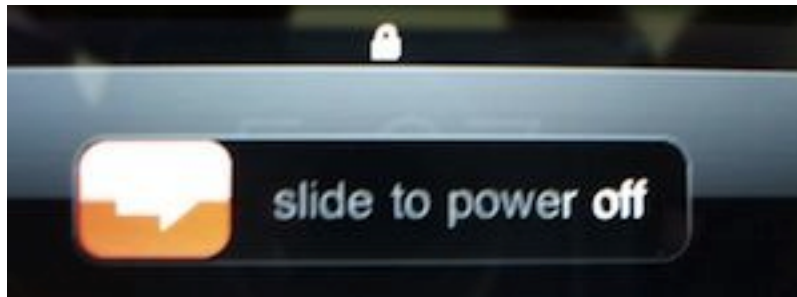
You can use the screenshot technique to take pictures of zoomed photos too. In the Photos app, you can use two fingers to zoom in to a face in a photo (reverse pinch), and then take a screenshot while zoomed in.

Don't hold the Home and Sleep/Wake buttons too long or you'll reset the iPad. More on that coming up.

Seizing and Freezing

iPads rarely freeze up. But occasional malfunctions or misbehaving apps can render your iPad catatonic. Here are three methods to get things going again. Try them in this order.

1. Force quit the app. Press and hold the Sleep/Wake button down until you see the red “power-off” slider—but don’t slide this time. Instead, try pressing and holding the Home button for about six seconds, then release. This should end the offending app and take you back to the Home screen.



2. Restart the iPad. Press and hold the Sleep/Wake button until a red slider appears. Use the slider to turn the iPad off. Pause a few moments while your iPad shuts down, then hold the Sleep/Wake button until the Apple logo appears. When you see the Apple logo, release the Sleep/Wake button.

3. Reset the iPad. Press and hold both the Sleep/Wake button and the Home button until the screen goes blank. Be patient as the Apple logo appears and your iPad comes back to life.

4. If the offending app remains stuck, delete it from the iPad and reinstall it the next time you sync. You'll need to select it in the list of apps in iTunes.

Getting the Big Picture

The large 9.7 inch iPad screen is fine for viewing with a few people at a time, but you may want to share the output with a larger audience in the boardroom or living room. Apple and

others sell cables and adapters to hook your iPad to monitors, televisions and projectors. Support for external displays depends on the capability being built into the app (more on this later). You can't mirror (duplicate) everything you see on your iPad screen.

There are three different cable configurations you should know about. Each has advantages and disadvantages. All have a 30-pin dock connector on one end to connect with the iPad. I'll talk about the other ends next.

The first is the composite video connector which Apple calls the Apple Composite AV Cable. You've seen three of the connectors on the other end of this cable many times. They are the standard video and two audio (left and right channel for stereo) that are common on many consumer electronics including TVs, VCRs and camcorders. (Remember when we used tape for recording audio and video? I remember a time, many years ago...Oh, sorry.) These are RCA type connectors where the video is yellow and the audio are red and white. Look for inputs on your TV that match. These will often be labeled video. You'll need to use your TV remote or onscreen menus to switch the TV input.



The next type of connector is component and offers a better quality picture. These connectors are red, green and blue. You should be able to find matching inputs on your HDTV labeled component, component video, or perhaps Y (green) Pb (blue) and Pr (red). Component video carries the video portion of the signal only, not the audio. You get the sound to your TV using the standard red and white audio connections. Once again, you'll need to use your TV remote or onscreen menus to switch the TV input. The Apple Component AV Cable has these two audio connectors and includes a USB power supply to keep a trickle charge going to your iPad. However, I recommend you have more than a 50% charge on the iPad battery when you want to watch a full-length movie. Imagine the living room hysteria when, just before the movie's climax, your iPad needs to take a nap due to lack of energy.



Your iPad will play High Definition (720p) TV shows and movies found on the iTunes store. The component cable is the one to use for viewing these on a TV. Why? Most of these HD shows and movies are copy protected using HDCP (High-bandwidth Digital Content Protection) to insure that only devices that support HDCP can play the video. The component cable passes HDCP. The VGA cable we talk about next does not, but it has other compelling uses.

Even with the component video cables, copy-protected HD (720p) content coming from the iPad will play back at standard definition (480p) on your TV. The reason is piracy concerns and control by media companies, not a technical limitation. Also, videophiles among us will argue the iPad truly doesn't display all the pixels required for 720p on its screen. I agree, but let's not quibble over that point here.

Apple also sells a VGA adapter for your iPad, known as the iPad Dock Connector to VGA Adapter. You can use this VGA adapter to get high quality output from your iPad to an LCD projector (sometimes called a beamer) or to most HDTVs or to a computer monitor. The VGA connector only carries the video portion of the signal (VGA is Video Graphics Array).



You need a separate cable to share the audio output. In this case, a cable connected to the headphone port of the iPad carries the audio to your TV or projector. Most often, a simple cable with mini-audio connectors (like those found on headphones or earbuds) on both ends will do the trick. See the image below. The audio input is often located adjacent to the VGA connector on your projector, monitor or HDTV.



Most often the VGA connector and accompanying audio hookup will be used with a projector or big-screen monitor for large scale presentations. This is where the VGA connector really shines (pun intended). You'll get the highest resolution with VGA (1024x768), but won't be able to play copy-protected movies, even those purchased from Apple's own iTunes store. A handful of iPad applications can use the connected projector or large screen display. A good example is Apple's Keynote app, which is made for sharing multimedia slideshows and even includes an onscreen, red laser-style pointer for directing audience attention. Other iPad apps that can access the VGA output include the Videos, Photos and YouTube apps that come standard on the iPad; Netflix, a movie subscription service; CloudReaders, a comic book and graphic novel reader; Whiteboard HD, text and drawing on a virtual whiteboard, GoodReader, a viewer for multiple file types; and Expedition, a tool for sharing web browser content. Safari webpages can't be projected, but most videos embedded in a webpage seen in Safari can. You'll get the best quality output from these apps using VGA, but the composite and component cables should also work. Photos and videos sent to your TV using the composite connection may be satisfactory. Text and webpage displays, probably not.

A Good Reader

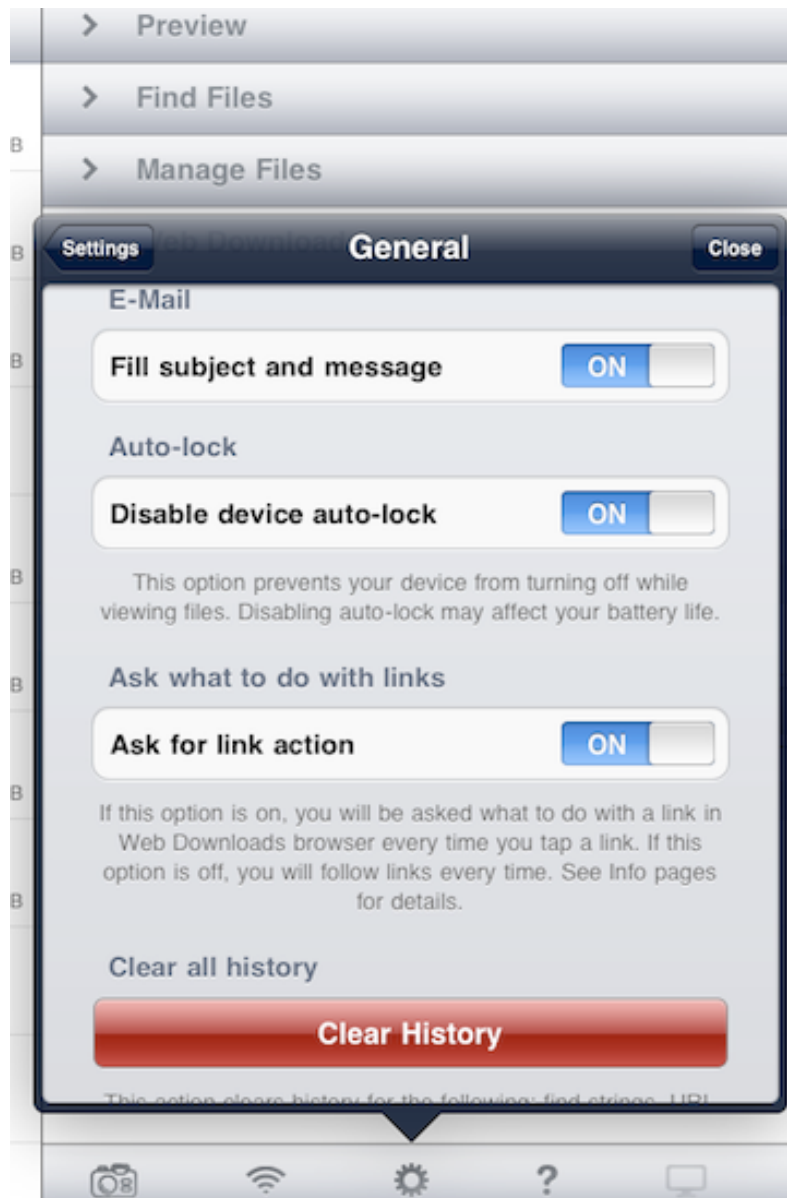
Those of you who read my blog (there I go again) know I tested PDF readers some time ago. (Being a regular visitor to my blog has its rewards. For example, you can skip to the next section now because you already know this part.) As an educator and presenter, I evaluate how an application may work for learning and informing. In the case of apps such as PDF readers, that includes the ability to share the content with a class or audience. My current favorite that supports an external display is an app called GoodReader. GoodReader supports many common file formats, the kind you and I are likely to use most often, including PDF, text, MS Office, iWork, jpeg, audio and video. Cost? \$2.99.

Projecting these files is where GoodReader really shines (same pun, same intention). With PDFs, I was able to switch from landscape to portrait view, reverse pinch to zoom, and tap to zoom. The projected image offered a "window" onto the document that allowed me to slide the document around within this window. I could select a portion of the document to focus on, then zoom and pan as needed. What I did on the iPad was faithfully rendered on the projection screen (a white wall in my home office).

Remember to lengthen the Auto-Lock setting of your iPad when you present. Otherwise, you may end up talking to your audience about a blank screen. (Yes, I have first-hand experience.) Fifteen minutes should be enough.

Settings > General > Auto-Lock.

You'll need to remember to reset the Auto-Lock timing after the presentation. Better yet, see if the app you're projecting from has its own setting. Apps that allow projection may also have a setting to disable auto-lock while using the app. GoodReader has this ability. See image below.



Audio Adaptation

If you have an iPod media player (and if you're reading this I'm guessing you do) you probably have an iPod speaker system for sharing the audio goodness or just rocking out on your own. For example, I have several iPods and several speaker systems. I have and need so many because I've been leading explorations of the iPod ecosystem for a few years, as I teach educators and others about these marvelous multimedia devices. (At least, that's what I tell my wife when the delivery truck or the credit card bill arrives.) Most of these iPod speaker systems have a dock with dock connector where you can easily insert your iPod. Here are two examples.



The problem is these speaker systems weren't designed to hold or connect an iPad. The dock is just too small. You might try a "dock extension cable" that has a male dock connector on one end and a female dock connector on the other. Like this.



In my experience, that cable will work with iPods but not iPads. Instead, look for a mini audio input on the back of the speaker system. This may be labeled as "line in" or "audio input." Use a mini-audio cable just like the one mentioned above in "Getting the Big Picture." Connect one end to the iPad headphone jack and the other to the speaker.



Get Physical and Virtual

Don't like typing on the iPad's virtual (soft) keyboard or just prefer a true keyboard? The Apple Wireless Keyboard works well with the iPad, as do many other Bluetooth keyboards. When you have a Bluetooth keyboard connected to your iPad, the virtual keyboard won't appear. This makes sense. Like any other set of Bluetooth devices, you pair the keyboard and the iPad so they recognize one another. Having both the virtual and hardware keyboard working simultaneously could be confusing for you and your iPad. What if, for some reason, you temporarily want that virtual keyboard back while using the Apple Wireless Keyboard? Don't disconnect Bluetooth. Just tap the eject key (upper right corner) on Apple's physical keyboard.



The virtual one will reappear. When you're finished, tap the eject key again to put the soft keyboard away and you're back on the Bluetooth one. Want to mystify your friends or impress the coffee shop crowd? You can type on both keyboards at the same time, one for the left hand and one for the right.

Remember to turn off the Bluetooth keyboard or disable Bluetooth when you've finished. Otherwise, you may wonder where the soft keyboard of the iPad went, as your iPad gives undivided attention to that live Bluetooth keyboard sitting on the shelf. On the Apple aluminum keyboard, hold the On/Off Button for at least three seconds to turn it off.



Apple's iPad Camera (and Other Stuff) Connection Kit

Apple's iPad Camera Connection kit lets you transfer photos and videos from your digital camera to your iPad. The kit consists of two small attachments that connect to the iPad's 30-pin dock connector. One adapter fits an SD card from your camera. The other attachment has a standard USB port.



Numerous sources report this USB port can also be used with many USB connected keyboards and most USB microphones, headphones and headsets.

I tested the use of the USB adapter as an audio input/output gadget for an article in my iPad Academy blog. (By now, some of you are seeing these frequent references to my iPad Academy blog at ipadacademy.com as obvious attempts to drive traffic to that site. I see them as a way for you to keep up with iPad news, reviews and how-tos, including updates to this book. If one consequence of you staying well informed through my blog is more traffic for me, I'm willing to risk it. Now back to our regularly scheduled book content.)



Headsets I tried were a Plantronics with USB interface and an older Andrea with a USB interface. Both worked fine. I also tried the Plantronics USB adapter with other headsets that had the typical audio connectors, one for the microphone and one for the sound out or headphones. I tested a Sennheiser and a Logitech. Again, success. I got the same result with these headsets using a Griffin iMic. The iMic is a standalone external USB interface about the size of a hockey puck. You add your own microphone or headset. Devices such as the Plantronics, iMic and Andrea use a USB adapter to move the sound processing outside the electrically noisy interior of the computer. This often results in superior quality recordings.

Next up was the Logitech ClearChat PC Wireless, a wireless headset with a USB receiver. Not only did this work some distance away from the iPad, but I was able to control the iPad playback volume and muting with the controls on the remote headset. Finally, I tried a Belkin TuneTalk microphone that connects directly through the Apple Dock Connector. I'd used this for making recordings on my iPods and was curious about use with my iPad. I plugged it in to the Dock Connector and my iPad politely informed me "This accessory is not supported by iPad." I tested recording anyway, but the iPad was correct.



You can use these USB connected headsets or microphones to make free Skype calls too. Others report the USB connector also works with a bar code wand and single non-SD card readers. What about USB flash drives and portable hard drives? Not without jailbreaking (modifying) your iPad, which I don't recommend.

Are You Listening?

Your iPad does have a built-in microphone. You can find it on top, right next to the headphone connector. See the little hole next to the connector? That's it. There's a good reason for putting it there too.



The mic is about as far away from the speaker (on the bottom) as you can get. This helps to eliminate feedback going from the speaker to the mic when using audioconferencing tools such as the Skype app.



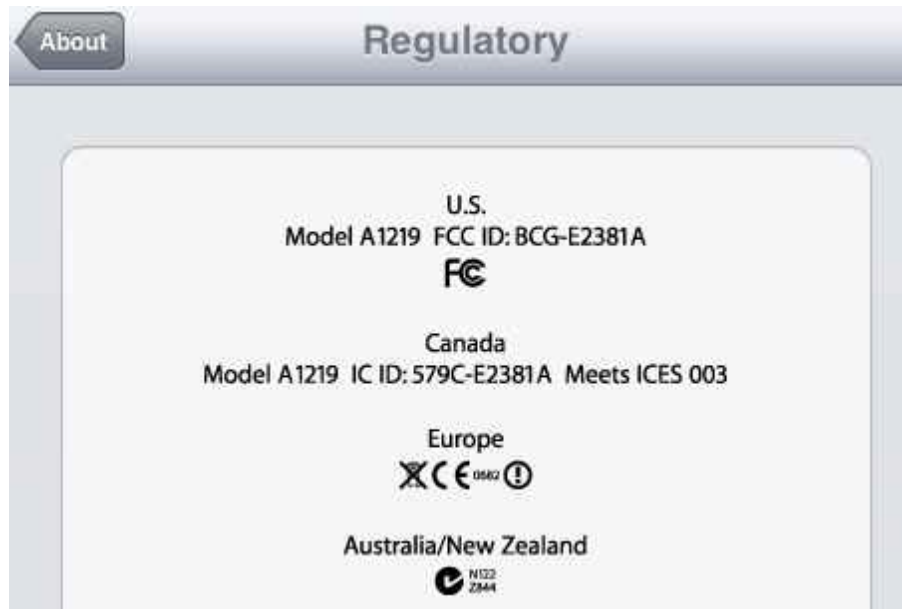
Chapter 2: Settings

About Your iPad

Tapping "About" gives you a general overview of your iPad including the types of content and how much space they take up. Select *General* > *About*. The most important item in the list is probably your serial number. Copy and keep this in a safe place in case your iPad is ever lost or stolen. The serial number can also be used to track your iPad if it goes in for repairs.



You'll also find the model number of your iPad on this same screen. Mine is MB293LL. There is a second model number under the Regulatory selection. When you purchase third-party accessories, the vendor may use either of these numbers to tell you if what you are buying is compatible with your model of the iPad.



Batter(y) Up!

The iPad battery can last for up to 10 hours, but you can squeeze out a bit more usage. Drag the brightness slider (*Settings > Brightness*) as low as you can stand, turn off Wi-Fi and Bluetooth (*General > Bluetooth*) or set *Airplane Mode* to On, don't play videos or music, and avoid gaming apps with lots of graphics.

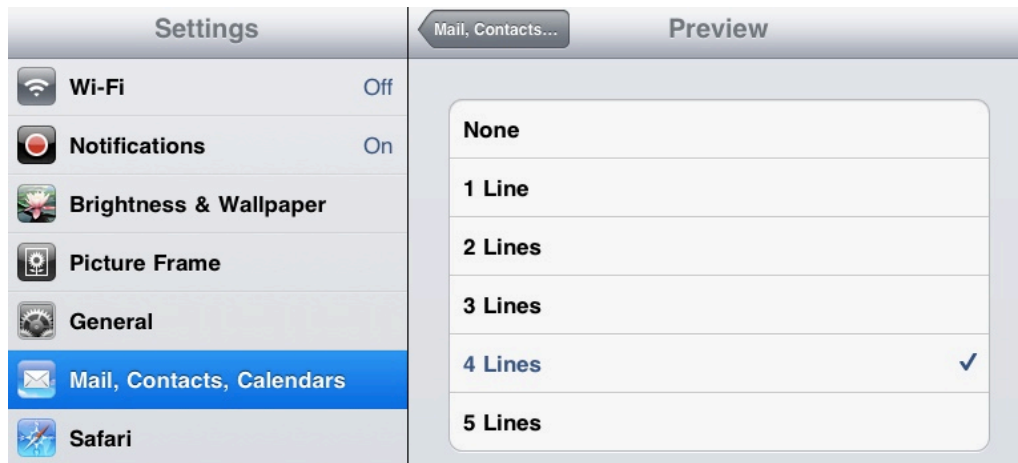
No Close-ups Please

In an earlier chapter we covered using your iPad as a digital photo frame. While you're in the Settings for Picture Frame, turn off "Zoom in on Faces." This zooming effect tends to make pictures look grainy.



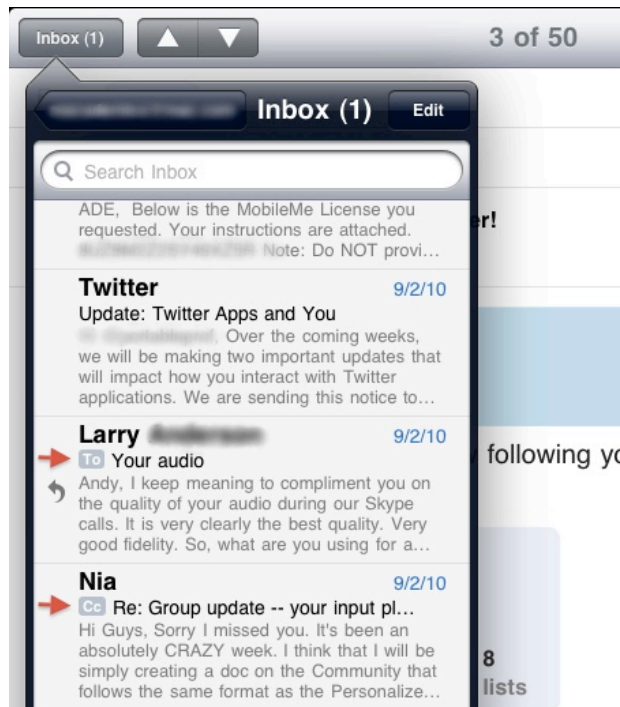
Choose Longer Lines

You can set Mail to preview more than the default two lines of each message. Being able to preview more lines for each message can help you to decide whether to open the message or not. Go to *Settings > Mail, Contacts and Calendars*. Select *Preview* and increase the number of lines viewed. Note that increasing the number of preview lines means you'll see fewer messages in the list. So better previews means a little more scrolling.



Just For You

Here's another setting that can help you process your mail more quickly. Set *Show To/Cc Label* to "On." This will add indicators before each message in your inbox. When you see "To" you know the message was sent directly to you. (Your name appears in the "To" field of the message.) If "Cc" is before the message, then your name appears in the Cc field, so you were copied on the message. If no indicator is showing, then the message was sent to a list using a generic bulk address and is likely lower priority



The iPad Gets Pushy

You might also want to update how you get your mail. Look for *Fetch New Data*. Setting *Push* to "On" allows mail servers to send (push) email to your device automatically. Fetch means your iPad checks for mail at designated intervals or manually (when you activate the Mail app). Think of Push as receive and Fetch as retrieve.



Things That Go Ding in the Night

You'll get a notification chime when mail arrives. When your iPad is on a network (Wi-Fi or cellular), this chime can sound whenever new mail arrives, even in the middle of the night. It's not loud or annoying, but it can be baffling if you don't know where the sound is coming from. (Update: I take that back. It *is* loud and annoying at 4 a.m. when it's right next to the bed on the nightstand and several messages come in. Yes, I neglected my own advice here.) To turn off this mail delivery sound go to *Settings > General > Sounds*. You can also control other items such as keyboard clicking when you type and the lock and unlock sounds of your iPad.

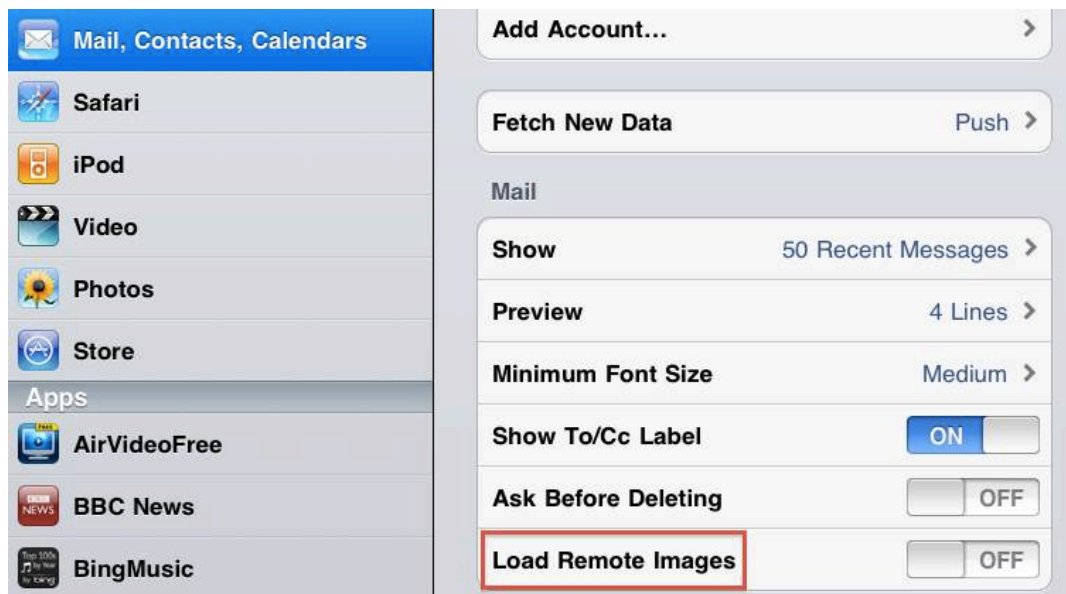


Why WiFi

If you have a 3G iPad with connection to a cellular service and you receive a large volume of e-mail, receiving and retrieving all your mail can drain your data plan. Consider setting your Cellular Data to "Off" in *Settings > Cellular Data*. This will force your iPad to try to use Wi-Fi instead. Turn on cellular access only when needed and you'll extend the battery life of your iPad.

Stop Getting Loaded Remotely

This is not about drinking too much alone in the wilderness. This is more info about managing your mail and minutes. Check to see if "Load Remote Images" is set to *Off*. Today's email can contain much more than plain text, including images embedded in the message. Preventing these images from showing can save download time and cell plan data.



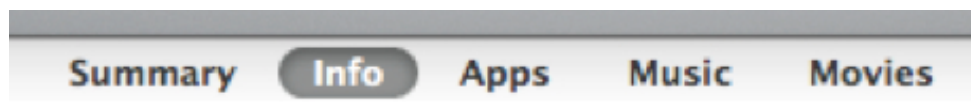
Seeing Double

Recently I worked as part of a team with approximately 100 teachers, teaching them the basics of using the iPad. One of the questions I was asked is "How did you get your bookmarks to show up in Safari on your iPad?" Here's how.

Connect your iPad to your computer and wait for iTunes to open.

In the left column, select your iPad under *DEVICES*.

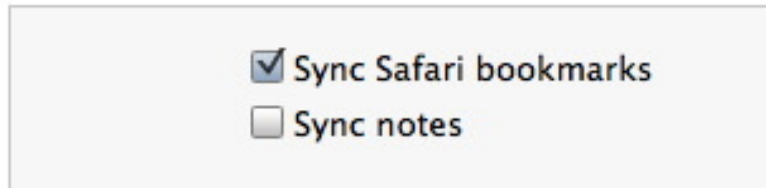
In the right column, select the Info tab.



Scroll down to the section marked *Other*.

Mac users: Check the Sync Safari bookmarks checkbox.

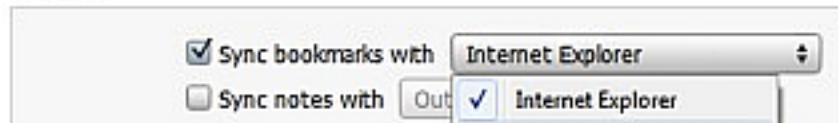
Other



☒ Sync Safari bookmarks
☐ Sync notes

Windows users: Check the *Sync bookmarks with* checkbox and select Internet Explorer from the menu.

Other

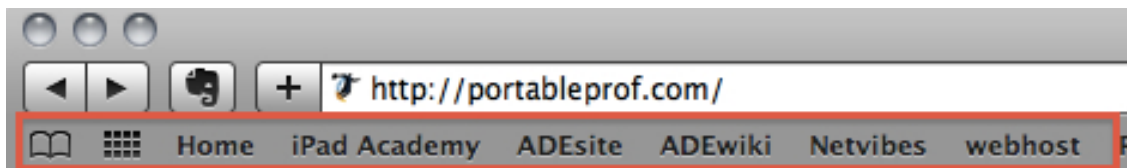


☒ Sync bookmarks with Internet Explorer
☐ Sync notes with Outlook Internet Explorer

Click the *Apply* button to have the changes take effect. There's more to this story. See the next item.

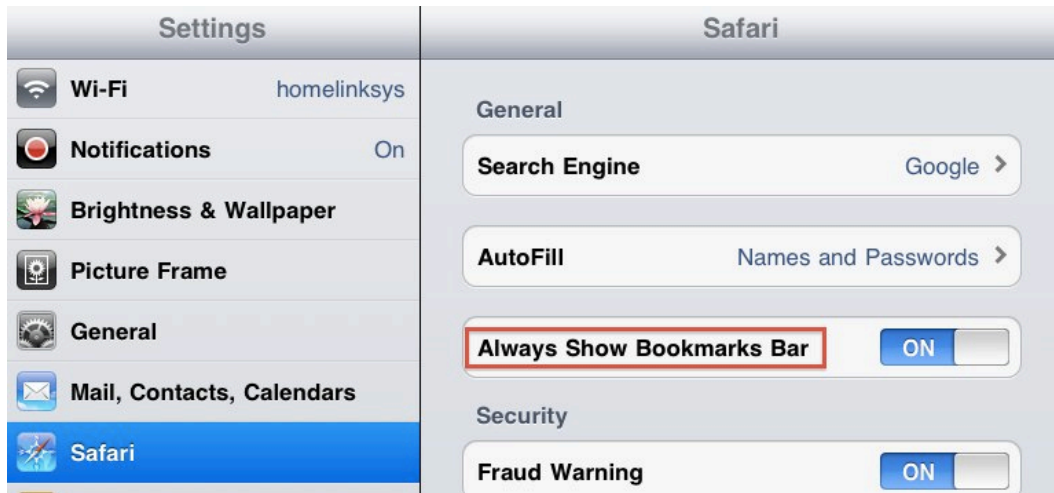
Passing the Bar

In Safari on your Mac you probably make use of the Bookmarks Bar for quick access to your favorite web links.

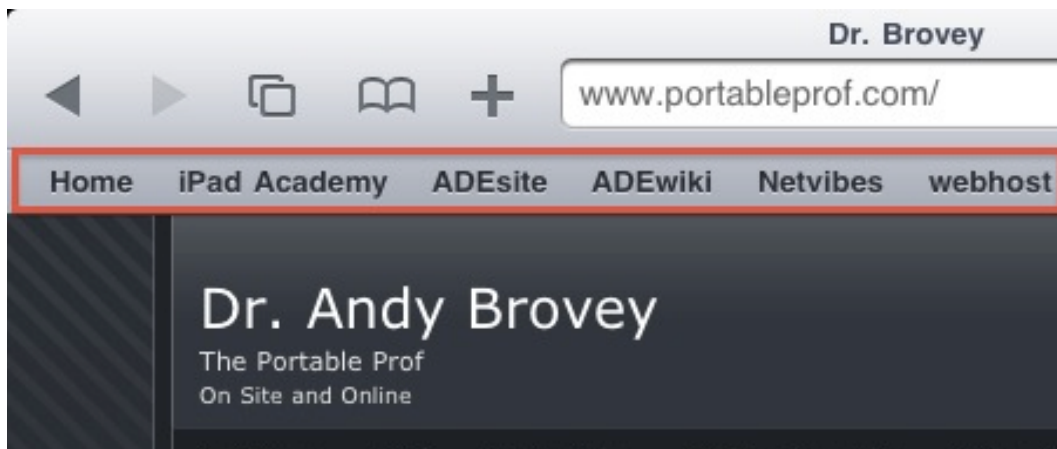


How do you see this same Bookmarks Bar on Safari on the iPad?

Settings > Safari > Always Show Bookmarks Bar



The bookmarks bar now shows up in Safari on the iPad.



Protecting Your 'Pad

Unlocking your iPad is easy. Just press the Home button and your iPad is ready to go in an instant. This quick access to the Home screen and your apps is one of the best features of the iPad. It can also be a liability because anyone can do it, on your iPad, any time. To prevent unauthorized access, you can set a simple, four-digit Passcode. You can also set a longer, more complex passcode if you wish.

Settings > General > Passcode Lock > Turn Passcode On



Enter a four-digit passcode. Then to be sure you meant it, enter the same four digits again. Note - you **MUST** remember your passcode. Otherwise you can be locked out of your own device. If this happens, you'll need to reset your iPad.

Your passcode is now active and the Passcode Lock screen will be displayed when you wake your iPad. Your Sleep setting (Auto-Lock) and Passcode interval do not need to be the same. For example, you may set your iPad to go to sleep after five minutes of inactivity, but have your Passcode take effect after a longer interval, up to four hours. That way, you won't need to enter your passcode every time your iPad goes to sleep. To change Passcode settings: *Settings > General > Passcode Lock*. Tap *Require Passcode*. Choose how long you want the iPad to be idle before the Passcode Lock takes effect.

Restricted Area

You can set specific restrictions for what kind of material other users (children, roommates, cellmates) can see and order using your iPad. For example, you can disable access to Safari, YouTube, iTunes or the ability to install apps. Or you can exercise a measure of control over content by choosing ratings for types of material. *Settings > General > Restrictions*

Tap *Enable Restrictions* and type a four-digit code. Type the four digits again to confirm.



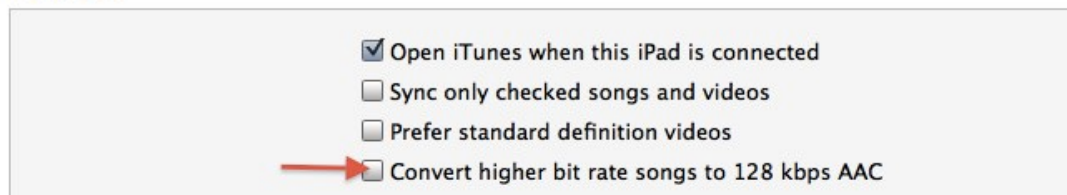
Note - this code does not need to match the Passcode Lock described above. But again, you MUST remember this Passcode to make restriction changes. Turn on the restrictions you want for the apps or content. Tap *General* to exit.

Any app you don't allow disappears from the Home screens so it can't be activated. It wasn't removed, just hidden. Changing the restriction settings makes it available again.

Tone Down Your Tunes

When you connect your iPad to iTunes on your computer, you can automatically convert all songs to 128 kbps when they are copied to your iPad. This will save space on the iPad. Audiophiles will argue they can hear the difference between this bit rate and others that are higher. If you're a casual listener you probably won't notice the difference. Using this setting doesn't change the format of the songs in the iTunes Library on your computer or create Library duplicates with lower bit rates. Select the *Summary* tab in iTunes. Check the option for *Convert higher bit rate songs to 128 kbps AAC*.

Options



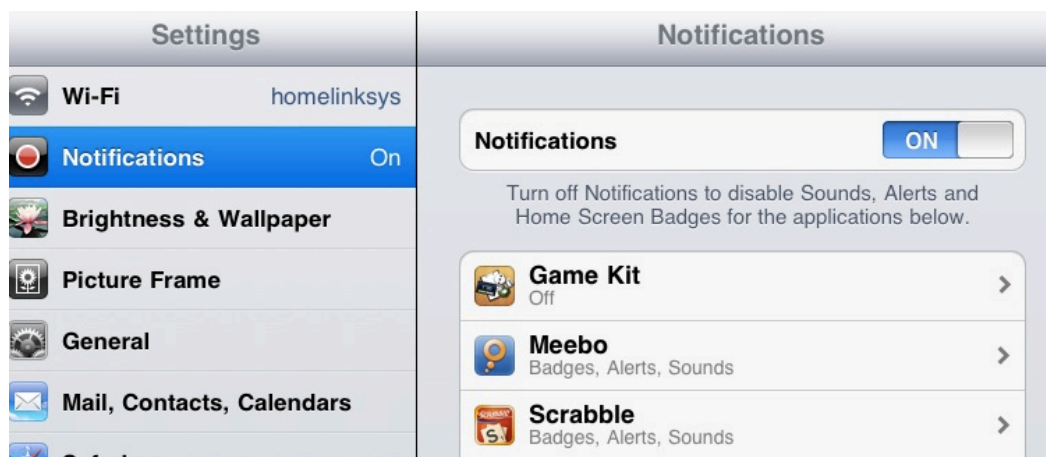
Looking Forward

Some applications have their own unique preference settings. One of these is iBooks. Flipping pages in iBooks is easy. You tap the left margin to go back a page or tap the right margin to go forward a page. If you think about it, most of the time you progress forward through a book. That means your right thumb gets a workout while your left thumb gets lazy. You can set iBooks to flip the page forward no matter what edge you tap. If you need to go back a page, you can still swipe. *Settings > iBooks* (under Apps)

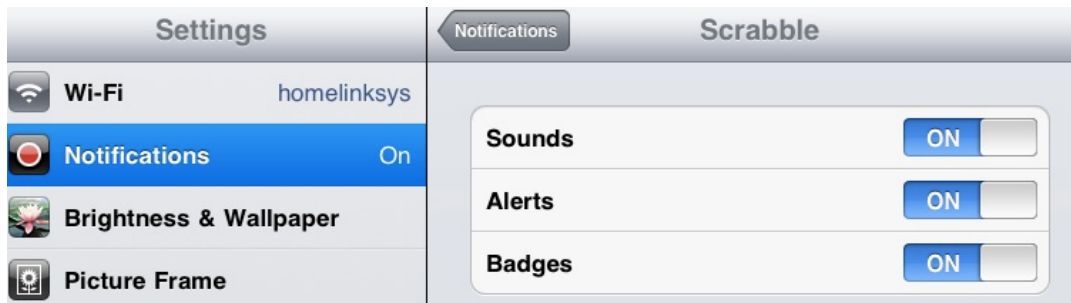


We Don't Need No Stinking Badges!

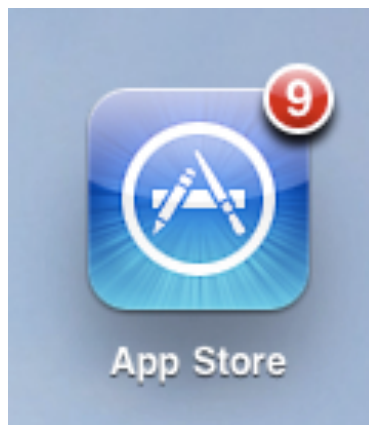
A few types of apps, such as games and social networking tools, have their own notifications. These messages pop up on the iPad as well, but you can control them. Go to *Settings > Notifications*.



Select the App and turn options On or Off by Tapping.



You may be wondering what badges are. A badge is the little notification that attaches to the app icon to let you know you have new messages or alerts. For example, the Mail icon has a badge that tells you how many new messages are waiting in your inbox. The App Store icon has a badge that tells you how many apps need to be updated. Other apps can have badges and notifications. Examples include social networking, multiplayer online games, instant messaging, weather events and bargain shopping sites.



Chapter 3: Navigation

Loading Dock

With iPhones and iPod Touches you were limited to four icons in the dock. Thanks to the iPad's bigger screen, you can add two additional icons to bring the total to six in the dock. To add those two additional dock icons, touch and hold any app icon on your iPad screen until the icons start to jiggle. The jiggling indicates you can now rearrange them. Drag any icon from the Home screen onto the dock or remove existing app icons from the dock by dragging them off the dock. Once you have the icons arranged the way you like them, press the Home button on your iPad to set the new arrangement.



Wondering about those little X's on most of the apps and why some apps don't have them? As you probably know, tapping the X allows you to delete the app. The icons without the X's are the ones that come preinstalled on your iPad and can't be deleted. These preinstalled apps don't appear in the apps list pane in iTunes either. More on this coming up. You can create a folder by dragging one app on top of another. To empty a folder, drag the apps back out

Need to really clean up your screens? Connect the iPad to your computer with the USB cable. After iTunes loads, select the Apps tab from the row of tabs across the top of the screen.



You can then rearrange a single screen or drag and drop between screens as much as you like. Want to quickly place an app from the app list pane on a particular screen? Select the screen number you want on the right, then uncheck and recheck the app from the app list pane on the left (in the checkbox). Double-clicking the app in the app list takes you directly to the screen where that app appears.



You can also organize apps by creating folders while you're in iTunes. Drag and drop one app on top of another in the same way you did on the iPad. In iTunes you can also select multiple apps before creating the folder. Select the first app you want to put in a folder. Use *Command-Click* to select additional apps for the collection. Then drag the entire pile of apps onto the last app you want in the folder. I suggest you do most of your app organization in iTunes while the iPad is connected to your computer. You can put up to 20 apps in a folder, for a total of 4,406 apps. If you need more apps than that you have a bigger problem than app organization. Get help.

By the way, the view of these app screens can change from portrait (above) to landscape (below). It all depends on the orientation of your iPad when you connected the sync cable and syncing began.



Smipes

I'm embarrassed to tell you this, but when I first started using my iPad I had trouble with swiping. After all, I'd been using and teaching others to navigate the iPod Touch for years. Turns out it was precisely because of this small screen experience that I had trouble on the bigger screen of the iPad. On the iPod Touch I'd always used a big swipe across the surface of the screen to navigate. On the iPad, only small swipes (smipes?) or flicks are required. These flicks also work well near the edges of the screen where your thumbs rest naturally. In apps such as iBooks, you don't even need to flick. Just tap the left or right edge with your thumbs to flip pages. Save the big motions for giving directions or playing air guitar or hailing the bartender for another brew. That brings us to the following question.

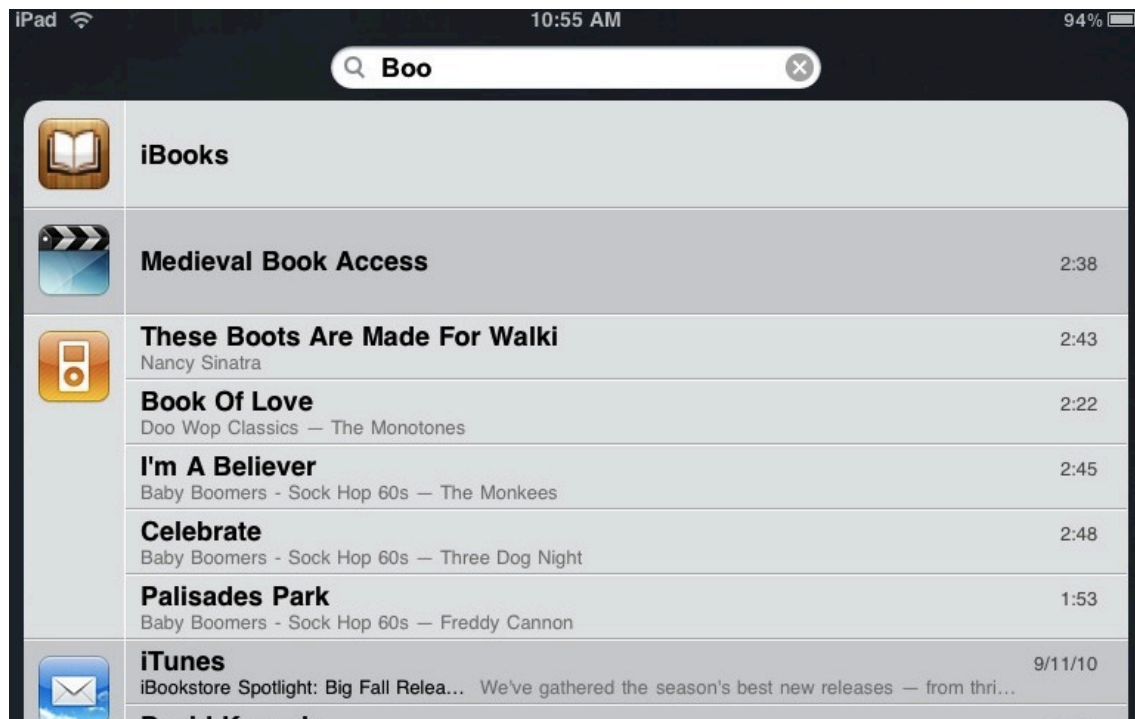
What's On Tap?

My family and friends sometimes describe me as a connoisseur of beer. Or is that common sewer of beer? In any case, the title for this section is one of my favorite phrases. However, let's keep the spotlight on you, or more precisely, get you into the Spotlight.

Once you've accumulated a number of apps somewhere between reasonable and therapy, flipping through 11 screens to find just the one you want can be a chore. Don't flip! Search

instead, using the Spotlight search tool. If you're on the first Home screen of apps, there are two simple ways to get to the Spotlight search screen or what I refer to as "screen zero." A small swipe right or pressing the Home button once. Not on the first screen of apps? Pressing the Home button will take you there.

Tap the Search field and begin typing the app name. Spotlight starts listing everything similar to your typing including videos, song titles, mail messages, and that elusive app you're looking for. Tap the app to launch it.



And no...I have no idea how that Nancy Sinatra song got on my iPad.

May I Take Your Order Please?

This is another of my favorite phrases, which explains why I find that combination of brewery and restaurant known as the brewpub so appealing. But I digress. Back to Spotlight and searching. You can choose what items show up in the Search results and what order they appear in. Selecting *General > Spotlight Search* takes you to another screen where you can edit and arrange your search results.

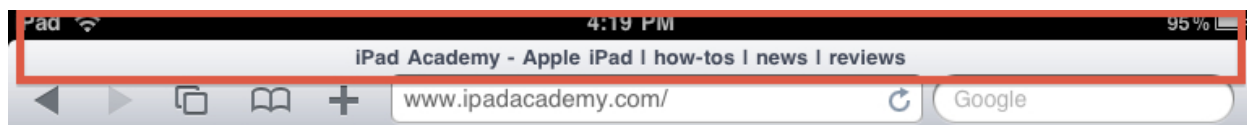
You can then choose which items appear in the search results and in what order.



For example, say you don't need to search "Notes" since you don't use that app. Uncheck that item with a tap. Now, let's see how to rearrange items so your preferred categories are near the top of the search results. You might think touching and dragging an item would move it up or down in the list. Not so. See the "triple bar" in the column on the far right? Touch, hold and drag on the triple bar. (Seems fitting that I closed out this section with a reference to three bars. Sounds like a plan for a pub crawl.)

Jump Up!

We're not talking aerobics here, but acrobatics. This time-saving feature first appeared on the iPhone and iPod touch, but also works on the iPad. The iPad's large screen makes viewing long web pages a joy. When you're near the bottom though, there's all that swiping (scrolling) to return to the top of the page. Instead, tap the top of the screen near the status bar. You'll zip back to the top of the page. You can test it on my blog if you wish.



Blow Up Videos

This is not movies about balloons or inflatable companions. When you encounter a video on a webpage that the iPad can play, touching it with two fingers and expanding zooms the video to

full-screen mode. This is a "reverse pinch" or the opposite of the pinch gesture. Pinch the video to return it and you to the original webpage. Works in landscape or portrait mode.

Zooming Everywhere

You already know you can zoom in and out in many applications. What you may not know is that you can set your iPad to zoom any screen, including such items as the Home screens and the Settings menus. To turn on this extra zooming you need to employ one of the accessibility features of your iPad.

Go to *Settings > General > Accessibility > Zoom*. The Zoom screen explains the three options: double tap with three fingers to zoom in (or double tap with three fingers to return to the original size); drag with three fingers for panning around the zoomed screen; or use three fingers to double tap and hold, and then slide those three fingers up to zoom in or down to zoom out.



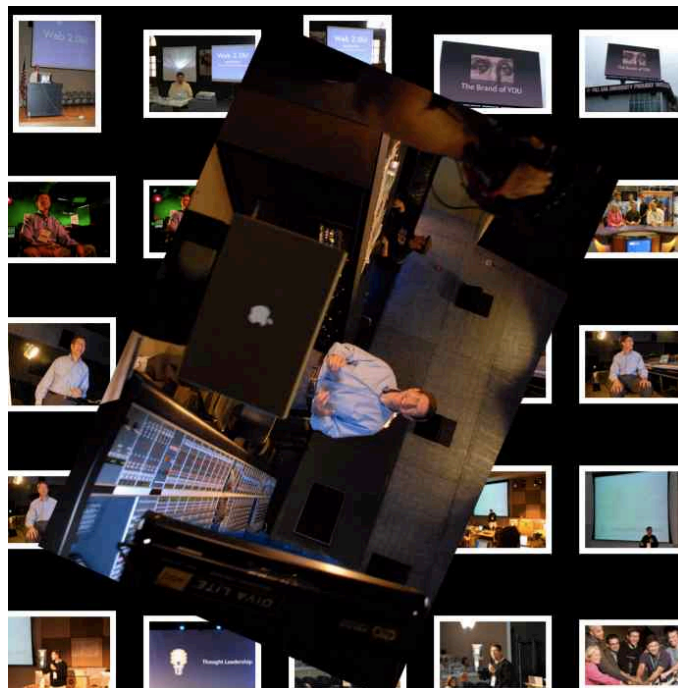
A Blooming Slideshow

If you've saved any photos to your iPad, you will see an option on the unlock screen to start a slideshow. The symbol is a little framed flower that indicates "Picture Frame." Your iPad is, among many other things, a digital picture frame. Just touch the flower symbol and the slideshow will start. Your iPad stays safely locked while using the Picture Frame option. To access the Picture Frame options, go to Settings and select "Picture Frame." From here you can choose effects and which photo collection to display.



I'm a Little Twisted

This tip is more fun than useful, but it does show off the touch screen interface in a new way. Open the Photos app and select an event to see the thumbnail photos spread out on the screen. Press with two fingers on one of the thumbnails. You can spin the photo by twisting your fingers or slide it around the screen.



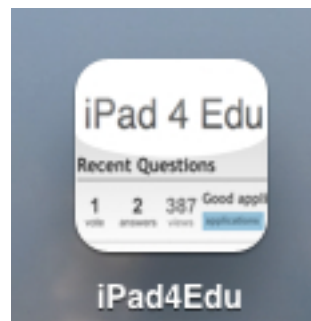
Called for Clipping

Back in chapter zero, I described how you can create a Web Clip for a Safari webpage to add it to your Home screen. A web clip appears like any other application icon, but instead of starting up a little program known as an app, a web clip starts Safari and jumps you right to the site of the web clip. What I didn't mention was that the web clip icon captures the position and

zoom level of the page you're saving. For example, here's a quick web clip of the iPad4Edu website. The icon isn't very interesting or informative.



Now, here's a web clip where I zoomed in and repositioned my view of the iPad4Edu website before making the web clip. What you see in this web clip icon is what I saw in my Safari browser on the iPad just before I made the web clip.



This tip isn't just for the tops or titles of pages. You can navigate and zoom in to any part of the webpage. Then when you tap the web clip icon, you'll jump directly to that part of the page. However, the website author can choose how the web clip icon will appear by adding a bit of code that points to a default image. In that case, your web clip icon is what the website author chooses. Here's the one I designed for iPad Academy. I hope it earns a place on your iPad.

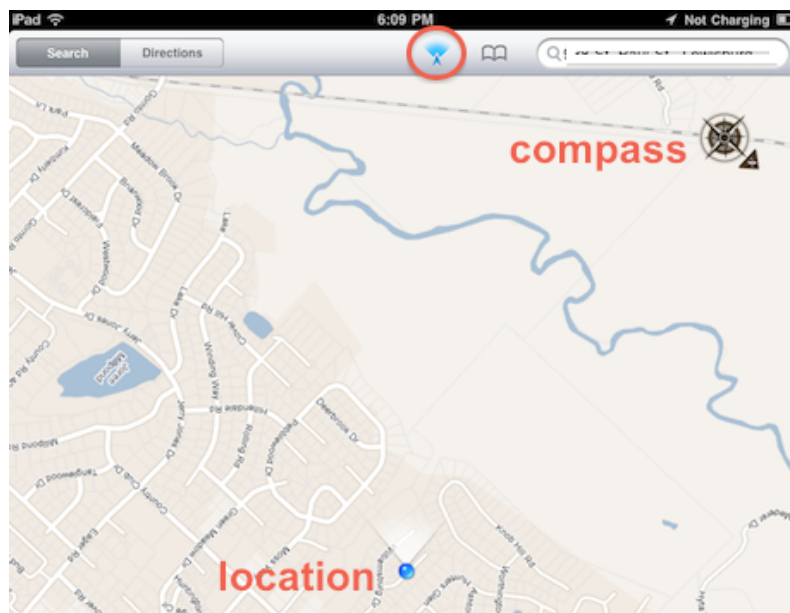


Sense of Direction

You may not have a good sense of direction, but your iPad does, thanks to a built in compass. You can use the compass right within the Maps application. First, be sure Location Services is turned on.



Tap the Maps app to start. Tap the *My Location* (*locator*) icon once and then tap it again. The compass rose appears in the upper right corner, showing where north is and trying to figure out which direction you're facing. The compass rose follows along and adjusts as you turn to a different direction. Please, don't try this while biking or driving. We have enough distracted folks on the road already.



Chapter 4: Typing and Text

Fast Fingering

This is not what you do when someone cuts you off in traffic. One of the many advantages of the iPad's A4 processor is the speed it brings to tasks such as typing. Using the virtual or soft keyboard on the iPad does take some practice, but it will manage to keep up with your typing quite well. No need to slow down and watch your words appear. As you type, you'll notice that the iPad guesses at the word you're typing. To choose the suggested word, pause your typing and tap the space bar.

Double Spacing

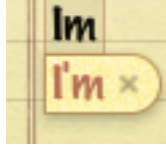
No, not inserting a second blank line after each line of text, or worse yet, typing two spaces after every period that ends a sentence. You don't, do you? We're talking here about having the iPad finish your sentences. Instead of typing a period at the end of each sentence, just double-tap the space bar. You'll get a period followed by a space and be ready to start the next sentence. The iPad will automatically capitalize the first letter you type to begin the new sentence.

(I expect I'll soon receive a cease and desist letter from Apple for this comment about the iPad finishing your sentences. Something about a new iOS feature code-named "iThink." iThink will watch what you type, learn from it and then suggest not only words but entire phrases, thus actually finishing your sentences for you. Like a best friend or domestic partner or spouse of many years. Or beloved computer company.)

Imposter Apostrophe

In landscape mode, your iPad's onscreen keyboard is nearly the dimensions of a full-size keyboard, but not quite. Certain changes had to be made and one key that's missing is the key for the apostrophe. Fortunately, the iPad automatically adds the apostrophe to complete most contractions as you type. You tap the space bar to accept it and keep on typing. For example, “dont” becomes don't, and “Im” becomes I'm.





For those times when the iPad doesn't help with contractions, there's still a shortcut. You can find the apostrophe key if you tap the ".?123" button to reveal numbers and additional symbols, but this certainly isn't convenient or quick. Instead, stay on the regular keyboard and then press and hold the comma key. A pop-up balloon appears with an apostrophe. Release to create the apostrophe.



There are many more keys with hidden personalities. See the next item.

Multiple Personalities

Your iPad keyboard has 22 keys that give you access to 71 alternate characters, international letters and other symbols. Touch and hold a character on the onscreen keyboard to view the related characters. For example, holding the A key brings up 10 variations or holding the \$ symbol brings up alternate currency symbols. To select an alternate, simply slide your finger over it and release.



You already know you can tap the ".?123" key to get number keys and then "#+=" to get even more math-related keys. The onscreen keyboard offers other helpful options too. For instance, when you're typing in a field that needs a web address (a URL or email address, for example) hold down the period key where appropriate and a list of domain extensions (like .com and .org) appear.



True Quotes

One last tip on using the alternate keys. This one will help you look more professional. Touch and hold the single or double-quote key to get a selection of curly quotes, or the true "open" and "closed" kind. Using straight quotes or "typewriter quotes" is quicker but curly quotes show attention to detail, especially with an audience of typographers or graphic designers or English teachers.



ALL CAPS

Many folks disable caps lock on their computer keyboards to avoid accidental taps on the key. But if you truly want caps lock on the iPad keyboard, go to *Settings > General > Keyboard > Enable Caps Lock* and set the switch to *On*. Now when you double tap a Shift key, both Shift keys turn blue, indicating caps lock is active. Tap either Shift key to turn caps lock off.



Be More Selective

I'm not talking about your friends, dating choices or voting record here. This feature is also not unique to the iPad and doesn't work everywhere, but it's worthwhile when it does. Double-tap and hold on a word to select it and then drag to extend the selection to additional words on either side of the selection. Most folks touch and hold on a word, choose "Select" from the pop-up menu, then try to adjust the blue grab handles to extend the selection to additional words. Want to quickly select an entire paragraph? Tap any editable text in the chosen paragraph rapidly four times. You'll highlight the whole paragraph. If you're reading this as an ePub on your iPad, you can try it right now.

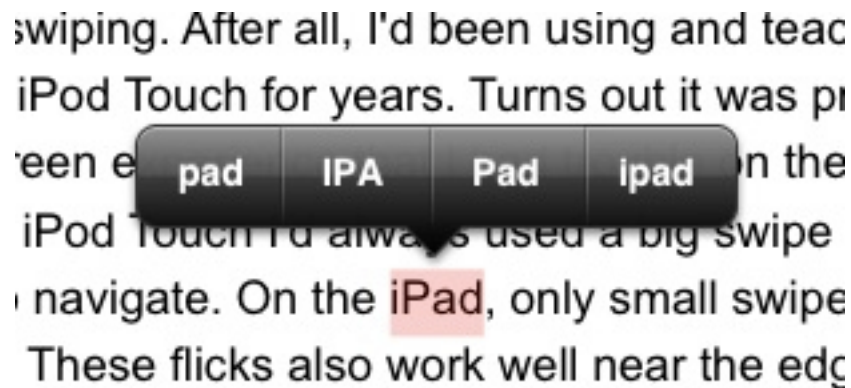
Missed Spelling

In some apps, the iPad will offer suggestions for misspelled words as you type. For any missed misspelled words, the iPad includes a built-in spell checker like the one in Mac OS X on your desktop or laptop machine. A misspelled word appears with a dotted red underline. Tap the word to view any available suggested spellings.



Here's A Suggestion

In a text editor app such as Notes or Pages, when you select a word by double-tapping, you get the familiar pop-up options of Cut, Copy, and Paste. There's also another option - *Replace*. Tap "*Replace...*" to view alternate spellings or word suggestions.



(Two observations concerning the image above. First, this may be a mistake, since we all know there is nothing to replace iPad. I also call your attention to *IPA*, which is the abbreviation for **I**ndia **P**ale **A**le, a heavily hopped beer, one of my favorites. Coincidence? I don't think so.)

You Can Look It Up

Not IPA. I mean definitions. The free iBooks application and Apple's \$9.99 Pages word processing app both have a built-in dictionary for quick definitions. Getting to the definition is slightly different in each application.

In iBooks

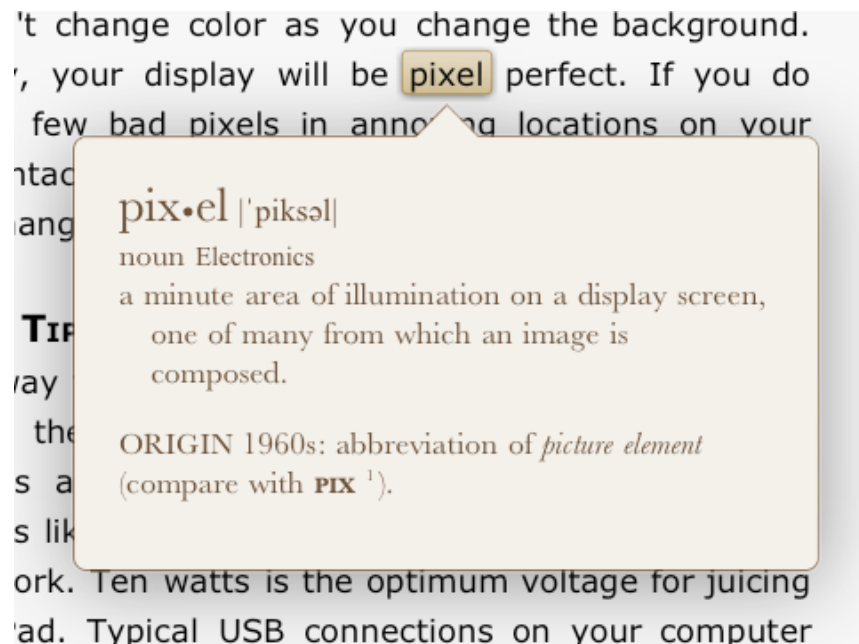
Double tap the word

You'll see five choices

Choose *Dictionary* and the definition appears

Tap anywhere but the definition to close the definition pane

If you're reading this as an ePub on your iPad, you can try it right now.



In Pages

Double tap the word

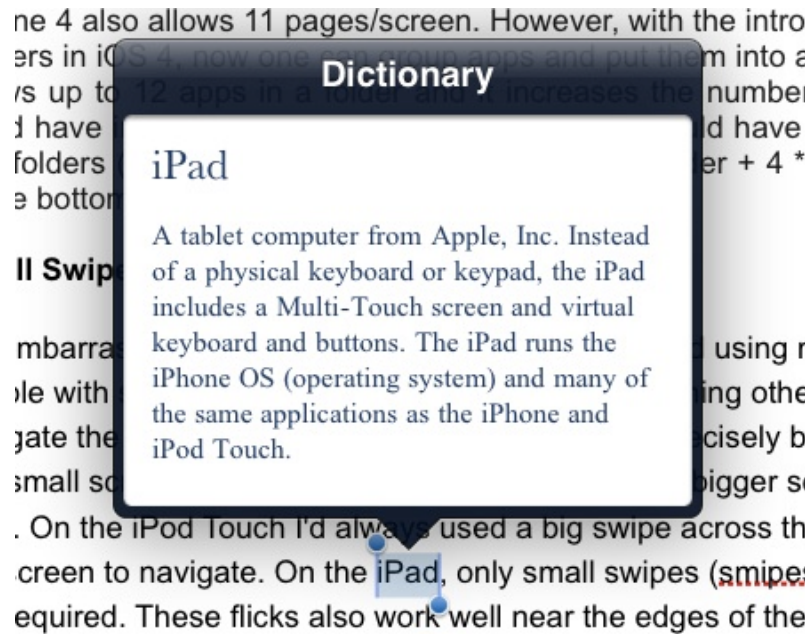
The keyboard appears, but you don't need it for this task

You'll see four choices

Choose *More...*

Choose *Definition* and the definition appears

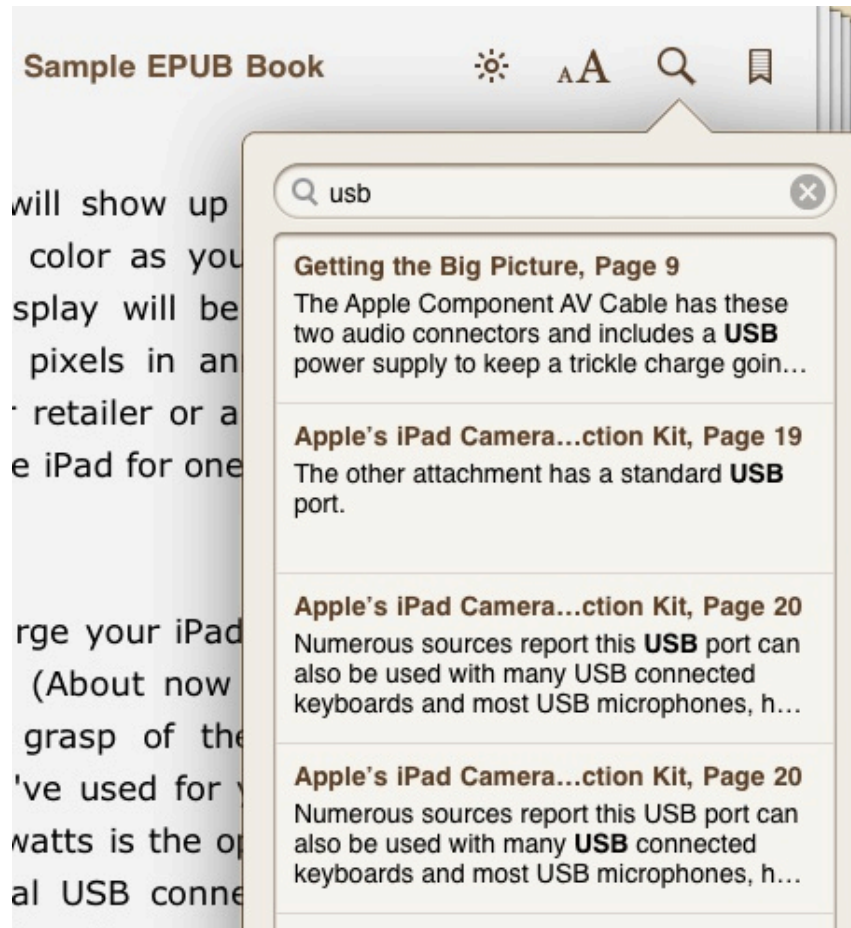
Tap anywhere to close the definition pane



The Search Goes On

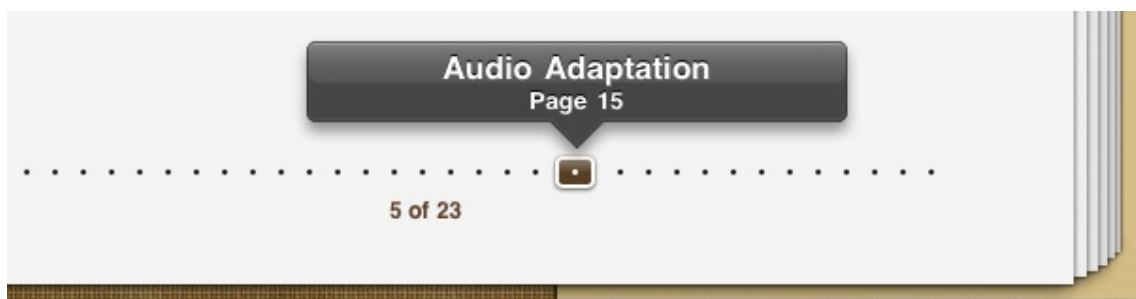
The iBooks application also allows you to search the contents of eBooks by keyword, using the Spotlight search tool. This is the same Spotlight search tool you've seen in previous chapters.

1. Tap once on the text of a book page to bring up the controls
2. Tap the Search (magnifying glass) icon in the upper right
3. Enter the word or phrase you want to search for
4. The results list shows where your word or phrase was found
5. Tap any entry in the list to jump to that occurrence
6. You can also send the search to Google or Wikipedia from the bottom of the results pane



Slide On the Dotted Line

Here's another iBooks tip. When you activate the controls by tapping the page, you also get a dotted line at the bottom of the page. See the square with the dot in it? Touch it and run your finger up and down the bar. You get the idea.



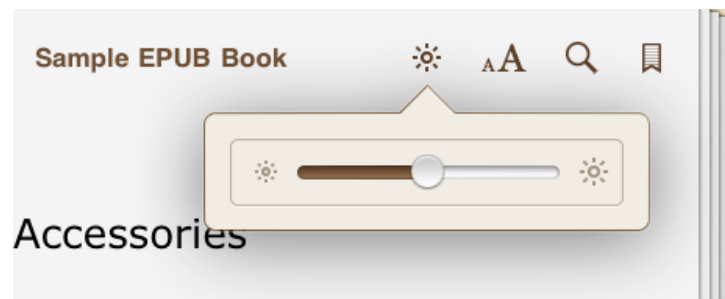
Taking Command

Adding an external Bluetooth keyboard (*General > Bluetooth*) or USB keyboard gives you access to common keyboard commands such as Copy (Command-C) and Paste (Command-V). You also

have additional options for selecting text, using the arrow keys for navigation, and deleting words (Option-Delete) or entire lines (Command-Delete). Press *Command-Up arrow* to jump to the top of a document (like a Home key), or *Command-Down arrow* to jump to the end (like an End key). *Option-Left arrow* and *Option-Right arrow* move the insertion point one word at a time.

Slight Light

You already know you can lower the screen brightness setting using the Brightness option under Settings. However, the iBooks app has its own brightness slider you can use to lower the level, for say, reading in bed.



International Relations

No, not your overseas relatives. We're talking about other nations and languages. The iPad is sold in many countries and therefore has a selection of international keyboards. You'll find at least a dozen selections.

Settings > General > Keyboard > International Keyboards > Add New Keyboard. Tap the keyboard of your choice with the specific language preference.

Chapter: Final...For Now

Though this digital text offers you dozens of tips, tricks and techniques, I know my work isn't finished. I'm sure I haven't catalogued all the clever content on using and enjoying your iPad. In fact, I've already begun collecting new items. So please visit my blog at ipadacademy.com when you can. I'll continue to share new methods to master your iPad as I discover them, along with news, reviews and how-tos.

We also know that Apple will soon release an even better model of the iPad, so I'll have plenty to write about in the coming months on iPad Academy and the next iPad Academy eBook. Meanwhile, I hope this book adds to your skill and enjoyment of Apple's marvelous tablet. I enjoyed sharing it with you. Now, one final trick.

More Than Meets the Eye

In the iBooks app, touch and hold the back of the top shelf, just above one of the books. Now drag down as far as you can to reveal a little surprise carved in the wood backing of the shelf.

All the best!
Andy Brovey, Ed.D.
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About The Author

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The Portable Prof

Andrew J. Brovey, Ed.D., aka *The Portable Prof*, spent 25 years in higher education, including teaching, administration and professional development. During that time, he helped thousands of educators make sense and make use of technology. Andy continues his work today as a freelance professor of technology, offering lively learning, engaging presentations, professional development and personal support, on site and online. In 2007, Andy was recognized as a leader in educational technology and named an Apple Distinguished Educator.

As you can tell, Andy approaches his craft with a sense of humor and humility. As he puts it, "We should take our work seriously, but ourselves lightly." You can learn more about Andy and the services he provides to educators and others at <http://portableprof.com>.